

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/13/2011		2. CONTRACT NO. (If any) EP-W-11-016		6. SHIP TO: a. NAME OF CONSIGNEE Kim Farmer	
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO. PR-OEI-11-00395			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS 1200 Pennsylvania Ave NW MC 2831T	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: HEATHER TEED				f. SHIP VIA	
a. NAME OF CONTRACTOR BOOZ-ALLEN & HAMILTON, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 8283 GREENSBORO DRIVE				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY McLean		e. STATE VA	f. ZIP CODE 22102		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT Destination			
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED						
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS							
13. PLACE OF			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination							

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) ASSERT Support TOPO: Kim Farmer Max Expire Date: 01/31/2016 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$4,642,578.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
Bradley Austin
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/13/2011	CONTRACT NO. EP-W-11-016	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Period of Performance: 06/14/2011 to 01/31/2012 Base Period--ASSERT Support Accounting Info: 11-T-18TS-ZZZHF6R-2504-1118TSE001-002 BFY: 11 Fund: T Budget Org: 18TS Program (PRC): ZZZHF6R Budget (BOC): 2504 Job #: LISMSC00 DCN - Line ID: 1118TSE001-002 Funding Flag: Partial Funded: \$51,098.00				823,230.00	
0002	Option Period 1--ASSERT Support (Option Line Item) 01/01/2012				999,661.00	
0003	Option Period 1--ASSERT Support (Option Line Item) 01/01/2013				991,889.00	
0004	Option Period 1--ASSERT Support (Option Line Item) 01/01/2014				983,682.00	
0005	Option Period 1--ASSERT Support (Option Line Item) 01/01/2015 The obligated amount of award: \$51,098.00. The total for this award is shown in box 17(i).				844,116.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$4,642,578.00

1. Base Period: 06/14/11 to 01/31/12

Base Period	PRIOR AMOUNT	CURRENT MODIFICATION	NEW AMOUNT
Ceiling:			
Estimated Cost	\$ 0.00	(b)(4)	
Fixed Fee	\$ 0.00		
Cost Plus Fixed Fee	\$ 0.00	\$ 823,230.00	\$ 823,230.00
Funded:			
Estimated Cost	\$ 0.00	(b)(4)	
Fixed Fee	\$ 0.00		
Cost Plus Fixed Fee	\$ 0.00	\$ 51,098.00	\$ 51,098.00

2. The limitation of funds clause has been modified as follows:**Base Period: 06/14/11 to 01/31/12**

- (a) Pursuant to the Limitation of funds clause, incremental funding in the amount of (b)(4) is allotted to cover estimated cost. Funds in the amount of (b)(4) are provided to cover the corresponding increment of fee. The amount allotted for costs is estimated to cover the contractor's performance through **31 Aug 2011**.
- (b) The provisions of the clause entitled "Limitation of Funds" shall become inapplicable at such time as an amount equal to the sum of the estimated cost and fees, set forth elsewhere in this task order, is allotted to this contract and the clause entitled "Limitation of Cost" shall then be applicable to this order."

3. Pursuant to the clause in this contract entitled "Limitation of Funds," funds have been allotted for the payment of allowable costs and fees estimated to be incurred for the task order period ending approximately **31 Aug 2011**. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this task order in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the task order by the Government. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

4. The Contractor is to perform in accordance with the TORFP (previously numbered #FA1-018) and their Task Order proposal.

Clauses for Task Order

All applicable terms and conditions of the contract EP-W-11-016 remain in full effect.

Section 1552.237-72: Key personnel

As prescribed in 1537.110, insert the following contract clause when it is necessary for contract performance to identify Contractor key personnel.

Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

PROJECT MANAGER/TECHNICAL LEAD –

SYSTEMS DESIGNER–

SENIOR SECURITY SPECIALIST–

(b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

2. STATEMENT OF OBJECTIVES

2.1 OVERVIEW

This Task Order provides support to the EPA Office of Technology Operations and Planning (OTOP) and the Technology and Information Security Staff (TISS), which is responsible for developing, executing, and managing elements of the Federal Information Security Management Act (FISMA). EPA must adhere to legislative requirements and administrative mandates, and follow guidance and best practices recommended by the Office of Management and Budget (OMB), the Government Accountability Office (GAO), and the Federal CIO Council. The task order provides support for EPA's Automated System Security Evaluation and Remediation Tracking (ASSERT) tool.

The approach is a holistic management approach with oversight that continues to improve, streamline, standardize, re-use, share, and mature the EPA's FISMA Reporting tool, ASSERT. The objective is to enhance federal information security practices through the sharing of EPA information security knowledge and experience.

2.2 OBJECTIVES

This section states the performance-based objectives relating to this specific task.

- 1) **Ensure the EPA automated FISMA tools continue to enhance EPA and customer's ability to comply with FISMA requirements and provide management with automated solutions to manage IT security.**
 - a. Ensure current version of ASSERT is operated and maintained including routine and emergency fixes for problems found during normal operations.
 - b. Ensure tools and supporting materials facilitate data collection and data entry for required reporting and automated data retrieval for day-to-day management and oversight. Automated data retrieval, i.e., enhancing reports directly in the ASSERT software, will assist managers and those responsible for oversight in tracking and monitoring established performance measures, progress for systems, and requirements under their area of responsibility to identify concerns and potential areas of improvement.
 - c. Assist in planning, developing, maintaining and delivering training materials and communication materials supporting the use of ASSERT to various audiences in customers.
 - d. Provide designated help desk phone number with voice mail box, response to issues within 2 hours standard business days between 8 am and 5 pm EST. Response to issues reported before 8am, after 5 pm, holidays and weekends within 3 hours of next business day. Contractor will keep the ASSERT web pages current to reflect the help desk phone number.

2.3 REQUIREMENTS

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the Task Order Objectives. The contractor shall address these requirements in the Technical Approach section of the proposal.

This section defines the assumptions and constraints underlying this task which the contractor should consider in developing their technical solution.

- 1) Provide the EPA with FISMA reporting supporting as needed.
- 2) Contractor will prepare and provide monthly status reports in accordance with the monthly reporting clause in the contract. Report will provide hours per labor category, task(s) hours were applied to, and dollar(s) spent per labor category, used by the contractor for that reporting period

All reports and paper deliverables submitted will be transmitted electronically to the TOPO in agency standard application, formatted as a double sided document for printing purposes, and the ability to print without need for additional page formatting (header, page numbering, etc).

- 3) Deliverables for this Task Order include written documents, databases, or extracts from databases. For written products, sometimes one to three drafts shall be submitted for the TOPO's review and comments before the deliverable is finalized.
- 4) Deliverables of written documents will be grammatically correct, concise, complete, factually correct, and of high general quality in tone and style. If a specific format is required, for example, Draft OMB reports must be in the OMB report format, the TOPO will notify the contractor of the specific format.
- 5) Communications Products must meet OTOP format and guidelines. (Communication products include: briefings/presentations; tools, directories, fact sheets, and research findings.)
- 6) Deliverables of written documents not covered by EPA format or guidelines should contain appropriate identification and format such as title/subject, date, page numbering, etc.
- 7) Work is primarily in the DC area, however travel to conferences, or programs and regions may be required.
- 8) Maintain system documentation consistent with SEI Certification CMMI Level 3 standards and in accordance with the Agency System and Development Lifecycle Policy.
- 9) Contractor personnel participating in training, presentations, and demonstrations will have sufficient knowledge in the subject matter to respond to audience questions.
- 10) Contractor will notify EPA of the need for an emergency patch for the ASSERT software within 8 hours of discovery and will provide a brief email confirming the deployment of any emergency remediation measures within 8 business hours of deployment.
- 11) There will be approximately four (4) training sessions per customer per upgrade. EPA is included as a customer.

2.4 TRANSITION OR CLOSEOUT OF TASK ORDER

The contractor shall provide for the close-out of the task order at the end of the period of performance.

2.4.1 DESCRIPTION

The work performed under this TORPF is vital to the Government and must be continued without interruption. Upon TORPF expiration, a successor, either the Government or another contractor, may continue this work. The contractor shall provide a transition plan for the transition of work to EPA or another contractor. The transition plan which contains four major sections, shall provide for a cooperative effort (among EPA and follow-up contractor), and shall include at a minimum an inventory of equipment, software and documentation to be turned over to EPA, schedule of turnover, a description of parallel operation and recognition of security issues that includes and updated list of contractor to be removed from all applications, software or hardware or directories.

Training support for the successor is anticipated, and will be coordinated in advance by the TOPO or alternate TOPO. The contractor shall provide sufficient experienced personnel during the transition period to ensure that the services called for by this TORPF are maintained at the required level of proficiency.

Upon the request of the Contracting Office the contractor shall prepare a transition plan. The TOPO will review the plan and if the plan is acceptable, forward it to the Contracting Officer for approval.

2.4.2 TRANSITION FOR HELP DESK

- a) The contractor will provide training to a person designated by EPA, so that the designated personnel will be able to handle all help desk calls similar to the calls handled by contractor within the past year.
- b) The contractor will also change the ASSSERT web pages to reflect the new help desk phone number when the training is complete.
- c) The contractor will turn over all records of help desk calls to the EPA designated personnel.
- d) Transition will commence at the technical direction of the TOPO and be completed within 15 business days from request.

2.5 OTHER TASK ORDER INFORMATION

This section provides additional information on the task order requirements, period of performance, and level of effort for this proposed task order.

2.5.1 On-site Contractor Support

Yes ☒ No. The task order requires on-site contractor support.

If yes, please describe the specific support to be provided on-site.

2.5.2 Government Furnished Space or Property (GFP)

☐ Yes ☒ No. The task order involves the provision of government space.

Describe the government location where the support work shall be provided.

Describe office facilities (e.g., cubicle) to be provided at the government site.

☐ Yes ☒ No. The task order involves the provision of GFP.

Please describe the specific property to be provided as well as state the requirements for maintaining and accounting for this property, if applicable.

2.5.3 Additional Progress or Financial Reporting

☐ Yes ☒ No. The task order requires additional progress or financial reporting.

If yes, please describe the type and frequency of the additional reporting required (e.g., Is Earned Value Management reporting required? Will the contractor be asked to report spending by each deliverable or product produced?)

Note: The ITS-BISS contract requires the contractors to provide a monthly progress report to the TOPO. Monthly reports describe progress on TO activities and funds spent. The CO can provide more information content and format of the monthly contractor progress report.

2.5.4 Period of Performance and Option Periods

☒ This TO will have a Base POP starting from date of award and ending January 31, 2012. This TO will have 4 Option Period(s).

☐ Option Period 1 will start February 1, 2012 and end January 31, 2013.

☐ Option Period 2 will start February 1, 2013 and end January 31, 2014

☐ Option Period 3 will start February 1, 2014 and end January 31, 2015

☐ Option Period 4 will start February 1, 2015 and end January 31, 2016